

PROBE

Association of Public Relations Officers and Bulletin Editors
Of SPEBSQSA



Bylaws

Standard Operating Procedures (SOP)

Approved: _____ Date
Bruce Anderson, President, **PROBE**

_____ Date
James W. Warner, Chairman
Society L&R Committee

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PROBE

Bylaws

ARTICLE I—NAME

1.0. Name.

The name of this organization shall be the Association of Public Relations Officers and Bulletin Editors of SPEBSQSA (*PROBE*).

ARTICLE II –SCOPE

- 2.0 PROBE Scope.
PROBE is a subsidiary of the Society For The Preservation and Encouragement of Barber Shop Quartet Singing in America, Inc. (SPEBSQSA). It is an educational fraternity dedicated to the encouragement and support of the Public Relations Officers and Bulletin writers of the Society.

ARTICLE III—PURPOSE

3.0 Purpose.

- The purposes of *PROBE* are to:
- Provide for the regular exchange of ideas and information among the Society's Chapter and District Communicators;
- Encourage and promote mutual cooperation in the furtherance of Society objectives;
- Create, update and administer the annual *PROBE* work plan for internal public relations as described in the Standing Operating Procedures (SOP);

Provide all *PROBE* members with advice, assistance, guidance and counsel with respect to good and effective communications through publications, seminars, training schools, contests and other programs and activities.

ARTICLE IV—MEMBERSHIP

4.0 Membership.

There are two classes of *PROBE* membership: Regular and Associate.

4.1 Regular Membership.

Regular members must be also be members of the Society (SPEBSQSA) Regular members are specifically solicited from Society:

- Chapters - bulletin editors, public relations officers and historians
- .Districts -presidents, executive vice presidents, division vice presidents, area counselors, chapter coaches, historians, district communications officers, district public relations officers, district bulletin editors, district bulletin contest chairmen, district public relations contest chairmen, and district directory editors.
- Society -Society board members, members of the Society Public Relations Advisory Committee, and Society historians

4.2. Associate Membership.

Associate members are those who are currently members of other Barbershop Associations and affiliates. Associate members are non-voting members of *PROBE*. Persons interested in participating in the stated purposes of *PROBE* may join upon application and payment of dues. These include:

- Bulletin editors and public relations officers of other barbershop associations, such as BABS, SNOBS, Sweet Adelines, Harmony Inc. and others who have an interest and desire to promulgate the purposes of the *PROBE* organization.

4.3 Mandatory Membership.

In the furtherance of *PROBE*'s stated purposes, the following are required to be paid up, active members of *PROBE*:

- PROBE Officers,
- PROBE Committee Chairmen,
- PROBE Committee Members,
- PROBE Certified Bulletin Contest Judges and
- Individuals appointed to positions by the PROBE President.

ARTICLE V—MEETINGS

5.0 Meetings.

Membership meetings are defined as “Regular” and “Special” meetings.

5.1 Meetings, Regular

There shall be an annual meeting of *PROBE* members, held in conjunction with the annual summer convention of SPEBSQSA.

5.2 Meetings, Special.

Special meetings may be held upon the call of the president of *PROBE* provided written notice thereof is given not less than thirty days prior to such special meeting, either by mail and/or email to those in the official *PROBE* database or by publication in *The Harmonizer* or *PROBEmoter*.

5.3 Meetings, Executive Committee

Between annual meetings of the *PROBE* membership, the *PROBE* Executive Committee, consisting of the seven (7) duly elected officers, shall conduct normal business of the organization. Each officer shall have one vote and business shall be transacted by means of e-mail or telephone. In the event that the offices of secretary and treasurer is combined, the individual filling that office will only have one vote. Any tie vote will be broken by the president. A simple majority vote of the Executive Committee is required to approve/disapprove measures.

5.4 Meetings, Quorum

A quorum for regular or special meetings shall consist of eleven *PROBE* members including at least two members of the *PROBE Executive Committee*. (See Art.VI)

ARTICLE VI--OFFICERS

6.0 Administration:

The administration of *PROBE* is carried out by the *Executive Committee* which consists of the duly elected officers shown below:

6.1. Officers.

There shall be seven elected officers of *PROBE*:

- President,
- Vice Presidents for
- Public Relations Officers,
- Bulletin Editors,
- Membership
- Secretary*
- Treasurer*
- Immediate Past President

*The offices of Secretary and Treasurer may be combined.

6.2. Election Of Officers.

The election of officers from the membership shall be conducted following the report of the Nominating Committee at the annual meeting. Majority affirmative vote of the members assembled at the annual meeting will elect the officers. Officers so elected shall take office on October 1 following and serve for two years.

6.2.1 Even Year Elections.

A majority affirmative vote of the members will elect in the even numbered years:

- President,
- Vice President for Public Relations and
- Secretary *

6.2.2. Odd Year Elections.

A majority affirmative vote of the members will elect in the odd numbered years:

- Vice-President for Bulletin Editors,
- Vice President for Membership
- Treasurer. *

* The offices of the Secretary and Treasurer may be combined or separated at the direction of *PROBE* President.

6.3. Vacancies.

In the event of a vacancy in any of the offices, the *PROBE* President, with the concurrence of the Executive Committee, shall appoint a successor for the balance of the term

6.4 Nominations.

The *PROBE* President shall appoint a Nominating Committee consisting of three active *PROBE* members no later than ninety days after assuming office for the upcoming year (i.e., October 1). Current Officers shall not be members of the nominating committee.

This committee shall seek out and present to the regular membership at the annual meeting a slate of eligible and qualified candidates for *PROBE* offices. Additional nominations of regular members may be made from the floor with the consent of the proposed candidate either present or in writing.

ARTICLE VII--DUTIES OF OFFICERS

7.0 Duties Of Officers.

The elected officers shall perform the duties and assume the responsibilities outlined by *ARTICLE II. PURPOSE* and by the *Standing Operating Procedures for PROBE*. They shall be the governing body of *PROBE* and shall carry out its plans and programs.

ARTICLE VIII--APPOINTED POSITIONS

8.0 Appointed Positions.

Individuals may be appointed to standing committees or assistant positions as needed.

8.1 Presidential Appointments.

The president may appoint an administrative assistant and any other officials and/or committee chairmen he deems necessary to properly carry out the *PROBE* programs. Typical of these appointments are:
Society Bulletin Contest Chairman

PROBEmoter Editor
Webmaster
PROBE Hall Of Honor Chairman

8.2 Vice Presidential Appointments.

Vice presidents may appoint individuals to help them carry out their responsibilities. Typical of these are:
Bulletin Editor Mentor Chairman Bulletin
Exchange Program Chairman

ARTICLE IX—FINANCE

9.0. PROBE Funding.

PROBE shall derive its funding through dues and contributions of members.

9.1 PROBE Bank Account

PROBE shall maintain a bank account separate from that of the Society. The treasurer shall disperse funds as directed by the PROBE President or PROBE Executive Committee and shall be subject to an annual audit

9.2 Expense Reimbursement.

No PROBE Officer or member shall receive any salary or payment for services rendered. However, PROBE Officers, Chairmen and appointed personnel may be reimbursed for actual expenses incurred while in the performance of their duties. Reimbursement will be provided only on pre-approval of the expenditure by the President or Executive Committee and actual receipts submitted.

9.3 Dues.

Annual dues for each member (regular and associate) shall be \$10.00 (U.S.), payable to PROBE and sent directly to the PROBE Treasurer. The renewal date will be January 1st of each year. Members may join PROBE on-line by filling out the form at the website < www.harmonize.com/probe > followed by submitting their annual dues to the PROBE Treasurer.

ARTICLE X--Publications and Special Communications Media

10.0. Publications and other Communications media.

In support of the purposes of PROBE, a number of avenues are established to disseminate information on content and construction of media stories for publication by members

10.1 PROBEmoter.

An official bulletin known as PROBEmoter shall be published by PROBE to provide practical ideas, and

advice, to assist the membership in furthering the aims of the Society through more and better communications.. PROBEmoter shall be issued and mailed to regular and associate members of record on a schedule determined by the editor, but at least one issue per calendar year. In addition, a ~~copy~~summary of the current issue of PROBEmoter will be carried at the PROBE Website www.harmonize.com/probe.

The format shall be such to encourage readership and provide an effective medium between PROBE members. Subscriptions to PROBEmoter are included in the annual dues.

10.2. PROBE Website.

www.harmonize.com/probe is a non-restricted website and is the primary location for information concerning and provided by PROBE. Members and non-members are encouraged to visit the site regularly and make use of the materials provided.

10.3 PROBEEmail.

A special "listserv" e-mail circuit has been established and solicits discussion, description and other communications ideas. Members and non-members may be subscribed at no charge by request to the PROBE Secretary.

ARTICLE XI—AMENDMENTS

11.0 Amendments.

Amendments to these bylaws may be made as needed or required, by the Society Board or as proposed by the membership at a regular or special meeting and approved by the Society Board.

11.1 By Society Board

The Society Board may amend these bylaws under its power given in the Society Bylaws concerning subsidiaries and such amendments upon approval, will become binding on PROBE.

11.2. By the Membership.

Necessary changes to these bylaws may be proposed to the PROBE leadership (i.e. Executive Committee) at any time. Amendments to these bylaws shall be submitted in writing to the secretary at least 90 days before the annual meeting.

Proposals for change will be provided to the membership via either/or PROBEmoter or PROBEEmail. Upon approval of the Executive Committee, the proposal will be forwarded to the Society L&R Committee for review and subsequent submission to the Society Board for action:-

- (End of Bylaws Document)

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PROBE STANDARD OPERATING PROCEDURES (SOP)

1.0 Officer Job Descriptions.

1.1. PROBE President

The president shall be the chief executive officer of *PROBE*. He shall exercise general supervision over all activities and perform all duties imposed by *PROBE* bylaws and assigned to him for implementation by the Society President. In addition:

- He shall prepare and work from an annual *PROBE* work plan. He shall be chairman of all meetings in accordance with Article V of the *PROBE* bylaws. He shall be ex-officio member of all *PROBE* committees except the Nominating Committee.
- He shall work to improve Society communications through the *PROBE* organization.
- He shall provide liaison between the Society office staff, the Society president and board, and the *PROBE* membership.
- He may appoint officials and/or committee chairman to carry out the program of *PROBE*, including, but not limited to:
 - Administrative assistants
 - *PROBE* *moter* Editor
Appointment to be made by November 15
 - Nominating Committee
Appointment to be made ninety (90) days following annual meeting
 - Society Bulletin Contest Chairman
Appointment to be made no later than November 15 each year
All must be current members of *PROBE*

1.2 PROBE Vice President for Bulletin Editors.

The *PROBE* Vice President for Bulletin Editors plans, coordinates and serves as moderator for the *PROBE* Bulletin Editors Forum at the Society convention.

- He appoints or re-appoints Category Specialists for each of the three bulletin judging categories by October 15 each year.
- He communicates with the sixteen district bulletin contest chairmen to affect the holding of district bulletin contests. Assigns certified judges for the contest.
- He writes “how-to-do-it” and feature articles for of *PROBE* *moter*.
- He serves as a resource person for district communications officers, district bulletin editors and chapter bulletin editors.
- As requested, he develops curriculum and supervises faculty for bulletin editor classes at COTS.
- He supervises the Chairman of the International Bulletin Contest.
- He informs the *PROBE* president in a timely manner of his activities by copies of correspondence and quarterly reports.
- He performs any additional tasks or requirements assigned by the president.

1.3. PROBE Vice President for Public Relations Officers.

- - The *PROBE* Vice President for Public Relations Officers plans, coordinates, and serves as moderator for the *PROBE* PR Forum at the Society summer convention as requested by the *PROBE* President.
- He communicates with district public relations officers, and encourages communication between district PROs and provides them with as much assistance as possible.

- He provides each district with a roster of district PROs.
- He writes "how-to-do-it" and feature articles for *PROBE* that are designed to be of interest to district and chapter PROs.
- He serves as a resource person to whom chapter PROs can come for assistance.
- As requested, he helps district officials supervise and develop faculty and curriculum for PRO classes at COTS.
- He submits quarterly reports of his activities to the *PROBE* President.
-

1.4. PROBE Vice President for Membership

The *PROBE* Vice President for Membership is responsible for attracting new members and planning membership drives and other ways of attracting and keeping members. He will work closely with the Secretary in keeping the membership database current.

- He submits quarterly reports of his activities to the *PROBE* President.

1.5 PROBE Secretary

The *PROBE* Secretary maintains a list of members of *PROBE* and works with the *PROBE* Membership VP in keeping list current.

- He is responsible for collecting, reporting and recording the data sent in by new members or the Society headquarters.
- He sends membership cards and dues notices as needed.
- Working in conjunction with the president, he is responsible for preparing the agenda for the annual meeting.
- He takes minutes of the annual meeting and distributes them to the *PROBE* officers and the *PROBE* member.
- He maintains updated copies of *PROBE* Bylaws and Standing Operating Procedures and distributes them to the new *PROBE* officers prior to the date at which they take office or as needed.

1.6 PROBE Treasurer

The *PROBE* Treasurer is responsible for the financial assets of *PROBE*.

- He will produce an annual budget for approval by the *PROBE Executive Committee*.
- He will maintain the checking account and pay all approved expenses following written approval of the President. The Treasurer and the President will be the only signatures for the *PROBE* checking account.
- He will produce an annual report for the annual meeting of *PROBE*, monthly reports to the President and quarterly reports to the Executive Committee members.

2.0 International Bulletin Contest Procedures.

2.1 Forms.

The International Bulletin Contest (IBC) General Guidelines document contains the official rules for International bulletin contests. (Districts may or may not use this document as guidance, however, the bulletins that evolve from the district contests will be judged in IBC in accordance therewith). (See 2.1.1).

Individual scoring forms are available for each of the three categories (L&R, G&S, and CON) on the *PROBE* Website at www.harmonize.com/probe

2.1.1 General Guidelines Form

The IBC General Guidelines form (current) is available at the *PROBE* Website (www.harmonize.com/probe) and should be reviewed by IBC judges and editors. The form is included, for information, in this document in Appendix A.

2.1.2 Layout and Reproduction (L&R.) Scoring Form

A typical L&R Scoring Form can be seen in Appendix B.1. Note: editors and judges must obtain the most current form from www.harmonize.com/probe.

2.1.3 Grammar & Style (G&S) Scoring Form.

A typical G&S Scoring Form can be seen in Appendix B.2. Note: editors and judges must obtain the most current form from www.harmonize.com/probe.

2.1.4 Content Scoring (CONT) Form.

A typical Content Scoring Form can be seen in Appendix B.3.

Note: editors and judges must obtain the most current form from www.harmonize.com/probe.

2.2 International Bulletin Contest Procedure

2.2.1 Appointment of Personnel.

On or before November 15 of each calendar year, the *PROBE* Vice President, Bulletin Editors, will appoint a Chairman of the International Bulletin Contest. (IBCC).

In addition, he will appoint a panel of nine certified judges, three from each category, for a roster that he maintains. The VP BE will supply each appointee with a copy of the SBC Guidelines (2.1.2 above) and the appropriate score sheets (2.1.2, 2.1.3, and 2.1.4) and when received, the bulletins to be judged.

2.2.2. IBC Chairman's Procedures

After appointment, the IBC Chairman shall:

2.2.2.1 January (or before)

- Obtain from the PROBE VP-BE the names, addresses and phone numbers of the district bulletin chairmen (district-appointed coordinators) and the names, addresses, phone numbers and e-mail addresses of the nine certified judges who will officiate in the contest.
- Advise each District Coordinator that a summary of the scoring from the district contest from which the International Contest candidates are chosen should be forwarded to the SBC Chairman and the *PROBE* VP-BE
- Remind the District Coordinators of the rules contained in the General Guidelines (2.1.1) and specifically that the editors must have published at least eight issues of a monthly or eight months of weekly or bi-weekly bulletins in order to qualify for the SBC. . And, that the editor may chose to use the same issues used in the district contest or any other issues that meet the requirements.

2.2.2.2 April 5.

Upon receipt of the contest bulletins from the District Coordinators, the SBC chairman shall:

Attach an appropriate current category form to each of the issues to be forwarded to the bulletin judges (i.e., Layout and Reproduction (2.1.2,) Grammar and Style (2.1.3) and Content (2.1.4). Note: it is the responsibility of the bulletin judge to fill in the appropriate information required on the respective forms.

Provide each of the nine judges one copy of the bulletins to be judged.

Provide a copy of the SBC Guidelines to each contest judge.

Provide a cover letter identifying the contents of the package and the schedule for return.

Request that a scoring report be provided by e-mail in advance of the shipment of the bulletins back to the SBC.

Provide a self addressed, stamped Priority Mail envelope for the judge to use to return the bulletins to the SBC.

2.2.2.3 June. 1 (or before).

- Upon receipt of the judged bulletins from the panel of SBC judges, the SBC Chairman shall:
- Audit each score for mathematical correctness, making changes as necessary.
- Following the audit, the SBC Chairman will produce a ranking of all entries to determine the winner and all entries in descending order down to the lowest scoring bulletin. Print sufficient copies to provide one to each judge, competing editor, *PROBE* officers and a quantity (amount to be determined by the *PROBE* President). to be provided the attendees of the annual *PROBE* meeting.

- Sign and forward previously signed Certificates of Participation received from the *PROBE* VP-BE to the *PROBE* President for signature and dissemination to the editors or District Presidents for later presentation as deemed appropriate.
- Arrange for the “traveling trophies” (SBC and MIB) to be returned to him or shipped to the summer convention site.
- Arrange for the engraving of the individual plates of the trophies and have them affixed to the respective trophies or sent to the VP-BE for presentation at the summer convention.
- Arrange for the preparation of four individual plaques similarly engraved for the First, Second and Third place IBC winners and the fourth to the MIB winner. These plaques are to be brought or forwarded to the *PROBE* President for presentation and the International Convention *PROBE* Meeting.
- Prepare and forward a personal letter to each editor to be included with the return packages.
- Prepare and forward a personal letter to each judge who served in the IBC. And include the copy of the scoring summary.
- If so directed, forward the scored bulletins to the respective category specialists (L&R, G&S, CON) for review and tabulation before returning them to their respective editors.

2.2.2.4 July. Attend the International Convention *PROBE* meeting, if possible.

2.3 Awards

There are two “traveling awards” provided: (1) for the winner of the IBC contest and, (2) for the *Most Improved Bulletin* (MIB). These are awarded annually. In addition, “take home” or permanent plaques are provided each of the above editors for each annual contest. The individual plaques are identified below.

2.3.1 IBC First Place

The format and layout of the IBC First Place plaque is illustrated in Appendix C.1

2.3.2 IBC Second Place

The format and layout of the IBC Second Place plaque is illustrated in Appendix C.2

2.3.3 IBC Third Place

The format and layout of the IBC Third Place plaque is illustrated in Appendix C.3

2.3.4 Most Improved Bulletin

The format and layout of the IBC Most Improved Bulletin plaque is illustrated in Appendix C.4

3.0 International P.R.O.T.Y (Public Relations Officer Of The Year) Award Procedures

3.1 Purpose

PROBE (Public Relations Officers and Bulletin Editors) annually recognize the outstanding local chapter Public Relations Officer by awarding of Public Relations Officer Of The Year Award at the *PROBE* annual meeting, held in conjunction with the Society International convention manually in July.

All district and chapter officers are encouraged to actively seek out and recognize local chapter PR efforts, forwarding their recommended candidates to *PROBE*'s VP/PR for evaluation and judging for the PROTY award. Because of the nature of PR efforts and the difficulty of providing 'hard copy' evidence of the work, grading and judging must be necessarily objective, so the following guidelines are provided to assist in formulating entries for evaluation.

3.2 Award Period

The period for which the annual award is made is the preceding calendar year.. For example, the PROTY award for the efforts achieved the year 2001 will be presented at the annual meeting in 2002.

3.3. Eligibility

Any Society member who performs an act of awareness through public relations for a local chapter is eligible to be entered in the PROTY competition. The only exceptions are current District and *PROBE* officers.

3.4 Criteria

The following PR activities should be considered candidate for PROTY Contest entry and recognition of a Chapter Public Relations Officer or Society member:

- Efforts on behalf of the chapter in any and all areas of normal chapter activity;
- Efforts that effect on membership and member participation;
- Activities that result in the involvement of other community groups;
- Originality and uniqueness of program presentations and/or PR materials designed;
- Planning strategies; media coverage, relative to the size of the chapter and of the community;
- Any program or activity that promotes community awareness and support of barbershopping.

3.5 Entry Format

The district officer or other Society member that wishes to enter a candidate for the PROTY award should provide a cover letter summarizing the PR activities of the individual for the calendar year with emphasis on the one or two events singled out for recommendation. Also needed is the information concerning the person submitting the entry, name, address, chapter and district name, the name and address of his chapter president, along with basic information about the size and resources of the chapter and the nature of the local media.

Supporting documentation, in as much detail as possible, should be provided concerning each of the items in the cover letter, including: newspaper clips, correspondence, outlines, reports, audio or video tapes, posters programs, brochures, handouts, chapter bulletins, any material that supports the planning, execution and results of the PR program.

3.6 Entry Due Date.

Entries to be considered for the award should be in the hands of the PROBE VP-PR no later than May 1 of the year following the PR activity that is being considered for the annual award.

3.7 Award Presentation.

The *PROBE* VP PR shall make announcement and presentation of the award at the annual *PROBE* meeting at the International Convention. If unable to attend the convention; the *PROBE* president shall make the presentation.

The *PROBE* president will make every effort to arrange that for the award to be presented from the stage during one of the contest sessions. If this is not possible, an announcement made from the stage will be requested for the final contest (Saturday night) of the convention.

The *PROBE* VP-PR should also arrange for the information of the award presentation to be published in the convention daily bulletin. And shall submit the announcement, along with details regarding *the* recipient for publication in *PROBEmoter*.

4.0 *PROBE* Hall Of ~~Fame~~ Honor (HOHF) Procedures

4.1. Purpose

The purpose of the Hall of Honor is to recognize and pay tribute to those men who, through the Association of Public Relations Officers and Bulletin Editors (*PROBE*), have made significant contributions to the Society by their unselfish, exceptional, dedicated, and devoted service.

4.2. Qualifications and Recognition

4.2.1 Candidate Qualifications

Membership in the Hall of Honor shall be limited to persons whose voluntary contributions to *PROBE* span not less than 10 years. Their contributions may have been at various levels, chapter through international, of the Society. They may have made these contributions without having held a *PROBE* or Society office, or they may have made

contributions beyond those required by any office they may have held. They have shown that they care about the Society and its well-being and improvement, and they have demonstrated this care through their service from which the Society or *PROBE* or both benefited.

4.2.2. Recognition.

Recognition need not be limited to current members of *PROBE* or the Society, but the service for which recognition is proposed shall have been performed while the individual was a member of the Society and of *PROBE*. The recipient need not be living to receive the recognition.

4.2.3 Nomination of Current officers

Current Officers and board members of *PROBE* may be nominated for membership in the Hall of Honor but shall not be considered for induction until after completion of their term(s) of office.

4.3 Selection Committee

4.3.1. Committee.

The Hall of Honor Selection Committee, at the discretion of the *PROBE* president, shall be composed of three to five men who have had long and extensive contact with *PROBE* and its activities and who can evaluate the services and the record of a nominee and compare them with the services and record of others who have served in similar capacities. These members shall be appointed from those who have received the Hall of Honor award, except that if it is not possible to fill all positions with past Hall Of Honor the remaining vacancies will be filled with past or present *PROBE* members who shall have had a minimum of 10 years of Society and *PROBE* membership.

4.3.2 HOH Committee Chairman.

The Selection Committee shall consist of one Hall of Honor inductee from each of the three most recent years, each of whom will serve for a total of three years; this will ensure a continuity within the selection process. Within 30 days after assuming office the *PROBE* president shall appoint the members of the selection committee and shall designate the chairman the most recent inductee to serve on the committee and be committee chairman. If a president succeeds himself, he need not wait for the start of his second year.

All members of the committee shall have equal voice in the selection process. (Any committee member may be re-appointed to serve on subsequent committees without limitation as to number of years of service. Committee members shall serve for one year or until replaced. Any vacancy that may occur during the year will be filled by appointment by the president, with the appointee completing the remainder of the term of the member whom he replaces.

Members of the selection committee may be considered and chosen for the Hall of Honor.

4.4. Nominations

4.4.1 Nominators.

Nominations for induction into the *PROBE* Hall of Honor may be made by any member of *PROBE* and must be submitted in writing to the selection committee chairman, who shall forward all nominations to members of his committee. The nomination must have a statement of why the individual should be considered, and must cite the services rendered, the contributions made, and the offices held to the extent known by the nominator. If possible, corroborating sources of information should be furnished.

4.4.2 Call for Nominations.

The call for nominations shall be submitted by the committee chairman for publication in *PROBE* *emoter*, and also for publication in district bulletins and any other appropriate media and e-mail lists, with information as to what is required and when and to whom nominations are to be submitted. Nominations must be received on or before May 1 to be considered for that year's award, but again, the sooner the better.

If more than one person nominates a nominee, the nomination shall be considered to be only one, but the combined facts and information shall be considered.

A nominee who is not selected for the Hall of Honor shall be considered for *three* two additional consecutive years, after which his name shall be removed from consideration unless he is re-nominated with additional information.

4.5 Selection Procedure

4.5.1 Committee Meeting.

Since it is unlikely that the committee will be able to assemble in a meeting attended by all members, consideration and selection must be by telephone and/or e-mail. In every case, the award shall be made only when clearly appropriate and deserving. The committee is authorized to seek, obtain, and develop additional information necessary to substantiate a nomination and to verify the eligibility of any nominee. The majority of the members of the committee must agree on the selection of a nominee for induction into the Hall of Honor.

4.5.2 Number of Inductees.

Up to three members may be inducted annually. It is not necessary to select the maximum, or any nominees in any given year.

4.6. Award and Recognition

4.6.1 Presentation.

Announcement and presentation of *the* award(s) shall be made by the Chairman of the Hall of Honor Selection Committee at the annual *PROBE* meeting at the International Convention. If unable to attend the convention, the presentation shall be made by a member of the committee who is present. If none are present, the *PROBE* president shall make the presentation

4.6.2 Announcements.

PROBE president will make every effort to arrange that for the awards *to* be presented from the stage during one of the contest sessions. If this is not possible, an announcement made from the stage will be requested for the final contest (Saturday night) of the convention.

The selection committee chairman, or a designee from the committee, should also arrange for the information of the awards presentation to be published in the convention daily bulletin. The selection committee chairman, or a designee from his committee, shall submit the announcement, along with details regarding *the* any recipient(s), for publication in *PROBE* *emoter*.

He shall also submit a story of the award to the editors of the district bulletins for each of the districts in which the honorees reside, or in which survivors of deceased honorees reside. the editor of the bulletin for the district where an honoree resides, or in which survivors of a deceased honoree resides.

4.6.3 Honoree attendance.

Individual(s) to be honored shall be encouraged to attend the International Convention to receive award.s. If this is not possible, the *PROBE* president shall arrange to have the award presented by the appropriate district president, or other district official, at a major district function, preferably following one of the contest sessions at the district's next convention or otherwise as the district president sees fit

4.6.4 Plaque

Each living person selected for the Hall of Honor shall be presented a plaque. (Plaque layout is shown in Appendix D).

4.6.5 Posthumous Awards.

The *PROBE* president will send a letter to the next of kin, if known, of those deceased, persons selected for the Hall of Honor informing them of the award and extending his congratulations. If deemed appropriate, he may choose to have the same plaque or other instrument of recognition presented to the next of kin by the president of the district in which the survivor resides, or by another official, at a district function or otherwise as the district president sees fit. This presentation should be made only when it is determined that the survivor is actively and openly supportive of *PROBE* and of the Society.

(End of Standard Operating Procedures, PROBE)

APPENDIX A

International Bulletin Contest (IBC)

General Guidelines

Purpose

The purpose of the International Bulletin Contest is to promote better communication within our Society. All chapters are encouraged to produce a bulletin; districts are encouraged to give recognition to their chapter editors.

Administration

An IBC chairman shall be appointed by the *PROBE* president not later than November 15 of the year preceding the contest. The *PROBE* VP-BE shall appoint a panel of nine certified judges, three from each category. The IBC chairman shall provide each judge with a copy of these IBC general guidelines, along with necessary category score sheets and the bulletins to be judged.

Publicity

The VP-BE shall send a news release containing information about the IBC, including the chairman's name, address, and phone number, to the *PROBE* editor in time for publication in the fall issue. He shall also address a letter with this information to all bulletin contest chairmen. A copy of this form shall accompany those letters.

Eligibility

Each district shall be eligible to submit two entries. The bulletin issues submitted may be the same issues that were submitted for the district BETY contest, although they must be different copies, bearing no markings from a judge in the BETY contest. Each district contest chairman shall certify that each entrant has published at least eight issues of a monthly bulletin during the contest (calendar) year, or eight months of bulletins published on a weekly or bi-weekly basis. Each district contest chairman shall also submit a copy of his district BETY scoring summary to the IBC chairman as verification that a district contest was held and that his entrants did, in fact, qualify for the IBC.

Submission of bulletins

For monthly bulletins, three copies of each of three consecutive issues published during the year are to be submitted. One copy of each issue must be an off-the-press copy (for L&R judges), but the other two may be photocopies. For weeklies, 12 consecutive issues are required, the first four together, the second four together, and the third four together. For biweeklies, nine consecutive issues are required, the first three together, the second three together, and the third three together. Bulletins and verifying materials must reach the IBC chairman by April 1. (District contest chairmen should not hold up the entries pending announcement of winners at district conventions--our judges can keep a secret!)

Judging

Each member of the triple panel of judges shall judge one issue of the three submitted for each category. The IBC chairman shall determine which issue each judge shall judge. Scoring in the IBC will be done in three categories, as follows:

- Content, 800 points;
- Layout and Reproduction (L&R), 600 points;
- Grammar and Style (G&S), 600 points
- --total 2,000 points.

Each issue is allocated one-third of the points: 267 for Content, 200 for L&R, 200 for G&S.

Reporting the scores

Judges shall return all entries, completed judging forms, a scoring summary, and critiques (optional) to the IBC chairman by June 1. All mailings between judges and the IBC Chairman shall be at *PROBE* expense. The chairman shall tabulate scores from the judges' score sheets and shall determine the final ranking of all entries. In case of ties, the Content score will break the tie. If a tie still exists, the Grammar & Style score will be used as the tie breaker.

Announcing the winners

Winners will be announced at the annual *PROBE* meeting at the international convention, and awards will be made to those present. Awards for those not present will be forwarded to the appropriate district representative for later presentation at a district function at which the winner can be properly recognized. The first place winner will receive

a traveling trophy and a personal plaque. Second and third place winners will receive a personal plaque only. Certificates of participation will be sent to the districts for presentation to all entrants. The IBC chairman will provide the scores to the *PROBEmoter* editor after the International convention.

Returning the bulletins

Judged bulletins, with judges' critiques (optional) and score sheets, with a copy of the scores for the entire contest for each editor, shall be sent by the IBC chairman to the category specialists who shall send the packages to the district contest coordinators who shall send the packets to the editors.

Winners' further eligibility

An IBC winner shall not again be eligible to participate in competition at the international level for two years. This in no way constitutes prohibition of his competing at the district level.

Critiques

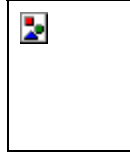
Since BETY judges will have critiqued editors, further critiques by IBC judges are optional.

Rev 5/99

APPENDIX B BC Scoring Forms

B.1 LAYOUT & REPRODUCTION

PROBE BULLETIN CONTEST
 ___BETY ___IBC



LAYOUT & REPRODUCTION
 Score sheet

District Bulletin Editor(s) Judge Address	Year Issues Chapter Tel.No.(optional)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">TOTAL SCORE</td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> <tr> <td style="border-top: 1px solid black;"> </td> <td style="border-top: 1px solid black;"> </td> <td style="border-top: 1px solid black;"> </td> </tr> </table>	TOTAL SCORE					
TOTAL SCORE								

<i>INSTRUCTIONS TO JUDGES</i>	
<p>The L&R Category carries 600 points, or 200 points per issue, of the total 2,000 points in the contest. If you wish, you may use one score sheet for three issues in a district (BETY) contest, hence the three columns at the left margin.</p> <p>You are judging the "Stage Presence" of the bulletin. Score each question according to the way you feel the editor met its requirements.</p>	<p>Numbers in brackets within the questions are the point ranges for that portion of the question. note that point deductions are appropriate in Sections C and F.</p> <p>In your critique, be constructive and offer suggestions for ways the editor might improve his bulletins. Be encouraging! Feel free to mark on the bulletins to illustrate your points, but write your critique in the space provided on this form, or on a separate sheet.</p>

A. NAMEPLATE [*page one requirement*] (15%, possible 30 points)

- ___ ___ ___ 1. Does the nameplate attract and announce with impact? It should take up no more than one-third of page one [0-5]. May be split, top and bottom of front page.
- ___ ___ ___ 2. Does the bulletin look like a barbershop singing publication? Some indication of quartet [5], singing [3], music? [2].
- ___ ___ ___ 3. Is the Society's logo [3], name [2], or initials [1] in the nameplate? (Maximum of 5 points)
- ___ ___ ___ 4. Is the volume number [1], issue number [3], and date [6] clearly shown?

subtotal

B. MASTHEAD [*page one, two, or last page*] (12.5%, possible 25 points)

- ___ ___ ___ 1. is the chapter name [3], city [2], state [2], and district [2] identified?
- ___ ___ ___ 2. Is the chapter meeting place [2], day of the week [2], and time [2] shown?
- ___ ___ ___ 3. Is the editor's name [3], address [3], phone number [2], and e-mail address [2] clearly shown?

subtotal

C. READABILITY (17%, possible 35 points)

- ___ ___ ___ 1. Balance: White space is important to readability and page balance. Solid type looks hard to read and may be skipped over. White space should appear between stories [0-5], between columns [0-5], between paragraphs [0-5], and as adequate margins [0-5]. Is it used well?
- ___ ___ ___ 2. Too much white space can detract from readability. If this is a problem, *deduct* up to five [-5] points.
- ___ ___ ___ 3. Layout: Does the editor avoid across-the-page copy? For layout purposes he may open with full-page, but go to columns after one-third page. Across-the-page copy is deadly. *Deduct* one [-1] point for each page with more than one-third page of across-the-page copy. (Maximum of -5).
- ___ ___ ___ 4. Are the most important articles in a prominent place-generally on page one or two? [0-5]

- — — 5. Does the editor avoid long paragraphs where possible? **[0-5]**
Does the page exhibit variety in paragraph length, thus looking like interesting reading? **[0-5]**
- — — 6. In left and right (fully) justified columns, *deduct* up to five **[0-5]** points for excessive use of hyphens or extra spaces between words to attain justification.
- — — 7. Left-justified columns should be as even as possible. *Deduct* up to five **[0-5]** points if columns are excessively ragged.
- — — **subtotal**

[Continue to second page](#)

D. HEADLINES (17.5%, possible 35 points)

- ___ ___ ___ 1. Does the editor use headlines for every story, and appropriate titles for lists, short filler items, etc? **[0-5]**
___ ___ ___ 2. Do headlines create interest in reading further?**[0-10]** Is an action word used in each headline? **[0-10]**
___ ___ ___ 3. Does the editor use a different typeface for headlines? **[0-10]** Even if hand-drawn, double-spaced caps, or typeset, headlines should stand out.
___ ___ ___ **subtotal**

E. ILLUSTRATIONS (17.5%, possible 35 points)

- ___ ___ ___ 1. Does the editor use photos consistent with the printing method? **[0-5]**
___ ___ ___ 2. Does the editor use line art consistent with the printing method? **[0-5]**
___ ___ ___ 3. Has the editor avoided dull plain pages, using artwork or photos on most pages? **[0-5]**
___ ___ ___ 4. Are photos and line art used in balance to enhance the look and design of the page, not placed haphazardly or in bunches? **[0-10]**
___ ___ ___ 5. Do photos contain captions (what, when, and where)? **[0-3]** Are individuals clearly identified? **[0-2]**
___ ___ ___ 6. Is original (or borrowed) artwork (not clip-art) identified and credited? **[0-5]**
___ ___ ___ **subtotal**

F. REPRODUCTION (This is a debit section. Deduct up to five **[-5]** points)

- ___ ___ ___ 1. Do all characters print clearly? Is the type even? *Deduct* one **[-1]** point for each occurrence.
___ ___ ___ 2. Did the editor do a good job of laying out his masters? Is it a good, clean paste-up and is copy free from shadow lines? Are there strike-overs? *Deduct* one **[-1]** point for each occurrence.
___ ___ ___ 3. Is it an acceptable printing job? *Deduct* one **[-1]** point for each occurrence of poor reproduction.
___ ___ ___ 4. Is the type clear and large enough to be easily read? If not, or if text has been excessively photo reduced, *deduct* up to five **[-5]** points.
___ ___ ___ **subtotal**

G. MISCELLANEOUS (20%, possible 40 points)

- ___ ___ ___ 1. Are page numbers and the bulletin's name on each page (needn't number first page)? **[0-5]**
___ ___ ___ 2. Are photos and line art matched (appropriate) to copy? **[0-5]**
___ ___ ___ 3. Are lists and tabulations, when used, interspersed through bulletin, not all together? **[0-5]**
___ ___ ___ 4. Does the editor make good use of special emphasis materials such as underlining **[0-1]**, italics **[0-3]**, boxes **[0-2]**, capitals **[0-1]**, and highlighting (or bold face) **[0-3]** without overuse?
___ ___ ___ 5. When a story is continued on another page, is it clear where to look for it? If not, *deduct* one **[-1]** point for each occurrence. Do not deduct for stories continued from one column to the next on the same page, or facing page, unless it is done in a confusing manner. (**-5** maximum)
___ ___ ___ 6. If some items employed by the editor have pleased you, award up to 15 bonus points **[0-15]** and explain in your written comments.
___ ___ ___ **subtotal**

JUDGE'S COMMENTS
(Use additional sheets if necessary)

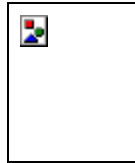
Judge's signature

Date



B2. GRAMMAR & STYLE

**PROBE BULLETIN
 CONTEST**
 ___BETY ___IBC



**GRAMMAR &
 STYLE**
 Score sheet

District	Year	TOTAL SCORE
Bulletin	Issues	
Editor(s)	Chapter	
Judge	Tel.No.(optional)	
Address		

INSTRUCTIONS TO JUDGES			
<p>In this category you are judging the "arrangement of the bulletin, the mechanics of writing that require certain standards. Of the 2,000 points in the three categories, 600 points has been allocated to the Grammar & Style (G&S) Category. Each issue accounts for 200 of the 600 points.</p>		<p>The category is scored by deducting points for errors; however, some bulletin content cannot be evaluated according to the criteria for Grammar & Style. Therefore, the following non-writing features of a bulletin are not to be judged.</p>	
<i>nameplate</i>	<i>cartoons</i>	<i>birthday/anniversary lists</i>	<i>mailer/address block</i>
<i>line art/illustrations</i>	<i>guest/membership lists</i>	<i>contest scores</i>	<i>promotional materials</i>
<i>photographs (but not captions)</i>	<i>officer lists</i>	<i>tags/musical notation</i>	<i>"white" space</i>
<i>"filler" slogans, mottos</i>	<i>directory changes</i>	<i>advertisements</i>	
<i>borrowed material that has been pasted in without being reformatted or edited</i>			
JUDGING PROCEDURES			
<p>Mark out all material to be excluded from judging because of non-writing features. Estimate the amount of material left on each page after material not to be judged is excluded, for example, 60% for a particular page. Add the fractions of pages to determine the total number of judgeable pages. Evaluate all the remaining copy according to the standards and practices associated with each of the three sub-categories: punctuation, grammar, and style. Use the tally sheet (next page) to record accumulated point deductions. Enter in the appropriate blanks of the Scoring Summary (below) the total points deducted for each sub-category.</p>		<p>After totaling the pointdeductions from all three categories, for a single-issue contest, subtract the total points deducted from 200 and insert the difference in the Total Score box in the upper-right corner of this page. For a three-issue-contest, add the point deductions from all three issues, subtract the sum from 600 points, and insert the difference in the Total Score box. Most importantly, prepare a positive and enthusiastic critique (your "A&R" session). Note the bulletin's strengths as well as major areas in need of improvement. Whenever possible, refer the editor to the appropriate pages of the <i>PROBE Style Manual</i>.</p>	

SCORING SUMMARY for three judged issues

___ Punctuation points deducted
 ___ Grammar points deducted
 ___ Style points deducted
 ___ Total points deducted
 ___ Judgeable pages
 ___ GS index (total pts deducted/judgeable pages)

 Judge's signature

 Date

(NOTE: The format of this page has been changed from the printed version to maintain the portrait orientation for those printing these pages.)

PUNCTUATION

Non-word markings and symbols used to enhance readability. Deduct one (1) point for each occurrence up to a maximum of five (5) for those features marked with an asterisk (*).

- — — P1* Misuse/omission of capital letters
- — — P2* Misuse/omission of commas
- — — P3* Misuse of apostrophe in possessives/contractions
- — — P4* Misuse/omission of terminal punctuation
- — — P5* Misuse of ellipses
- — — P6* Misuse of quotation marks
- — — P7* Misuse of colons, semicolons, parentheses, dashes
- — — P8 Incorrect hyphenation/ syllabication
- — — P9* Incorrect punctuation with quotation marks
- — — **subtotal**

GRAMMAR

Basic rules, principles, and practices of composing complete sentences, selecting word forms, and other conventions. Deduct two (2) points for each error up to a maximum of five (5) for items marked (*).

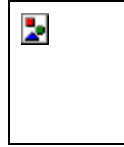
- — — G1 Misspelled/mistyped words
- — — G2 Mixed/incorrect word forms (there/their)
- — — G3 Sentence fragment
- — — G4 Run-on sentence
- — — G5 Subject-verb agreement
- — — G6 Pronoun-antecedent agreement
- — — G7 Pronoun forms (wrong case, mixed voice)
- — — G8 Shifts in number, voice, tense
- — — G9 Modifiers (comparative forms, dangling, misplaced)
- — — G10 Incorrect verb tense
- — — G11 Faulty parallelism
- — — G12* Incorrect writing of numbers and numerals

- — — G13* Incorrect writing of dates
- — — **subtotal**
- STYLE**
Method of expression in clear, varied, idiomatic language. Deduct three (3) points per error occurrence up to a maximum of five (5) for items marked with an asterisk (*).
- — — S1* Overuse of exclamation point ('screamers')
- — — S2* Using inaccurate abbreviations/ symbols/clipped words
- — — S3 Using clichés, trite phrases, inappropriate slang
- — — S4 Unnecessary passive voice sentence contractions
- — — S5 Unnecessary vague, abstract, esoteric language
- — — S6 Unvaried sentence length and type
- — — S7 Wordiness
- — — S8 Awkward, non-idiomatic phrasing
- — — S9 Paragraphing (too short or too long)
- — — S10 Disorganized content; lack of unity and coherence
- — — S11 Titles of articles awkwardly worded or vague
- — — **subtotal**

Revised 7/98

B.3 CONTENT

**PROBE BULLETIN
 CONTEST**
 ___BETY ___IBC



CONTENT
 Score sheet

District	Year	TOTAL SCORE
Bulletin	Issues	
Editor(s)	Chapter	
Judge	Tel.No.(optional)	
Address		

<i>INSTRUCTIONS TO JUDGES</i>	
CONTENT is allotted 800 points out of a possible 2,000. The primary objectives of our bulletins are listed below. This judging sheet is designed to reward editors who best fulfill those objectives. The purpose of the contest is to encourage production of better bulletins, so be friendly and helpful with your critique.	Use the entire point spread allotted to each of the criteria, weighing them against the question, 'To what degree or extent...?' Full point scores should be awarded to only those editors who 'go the extra mile.'

Primary bulletin objectives are:

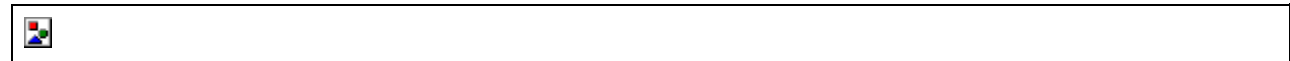
- Inform** of coming events;
- Record** recent barbershop events;
- Reflect** views of chapter officers and members as to chapter well-being (weaknesses, strengths, plans for future, etc.);
- Recognize** efforts and accomplishments of members and others;
- Educate** about chapter, district, and Society aims and goals, about various aspects of singing craft, and about events and actions that shape the future of barbershopping;
- Promote** barbershopping in general, together with chapter, division, district, and Society events and programs;
- Recruit** by encouraging members to bring guests, supporting membership drives, and publicizing guests and new members;
- Encourage** pride and participation in our hobby and Society.

JUDGE'S COMMENTS

(Use additional sheets if necessary)

 Judge's signature

 Date



A. ACTIVITIES (30%, possible 80 points)

- ___ ___ ___ 1. Is there a list or calendar of at least two coming events, in some form or another? Does it include date, type of event, and location? **[0-20]**
- ___ ___ ___ 2. For at least two coming events, do details such as time, uniform, etc., that may be needed by the member, his family, friends, guests, or chapter patrons, appear somewhere in the bulletin? (May be on list in A.1) **[0-24]**
- ___ ___ ___ 3. Are results from the board of directors meeting reported in some form? **[0-10]** Are members encouraged to attend the meetings? **[0-2]**
- ___ ___ ___ 4. Are there reports of at least two recent activities such as performances, social events, convention, division, or district activities, etc? **[0-16]**
- ___ ___ ___ 5. Are items in A.4 written in such a way as to make absentees wish they'd been there? **[0-8]**
- ___ ___ ___ **subtotal**

B. EDITORIAL CONTENT (31%, possible 84 points)

- ___ ___ ___ 1. Is the bulletin balanced, with such things as news, editorials, humor, contributed articles, borrowed materials, etc.? **[0-30]**
- ___ ___ ___ 2. Does the editor report on matters pertaining to his division, or district, and the Society? **[0-10]**
- ___ ___ ___ 3. Is there an editorial (an individual's expression of ideas and opinions, as opposed to straight news) by anyone other than the editor? Not required that it be identified as an 'editorial' **[0-10]**
- ___ ___ ___ 4. Does the editor write an editorial, and is it clearly identified as his work, by either column head or byline? **[0-10]**
- ___ ___ ___ 5. Are editorials in B.3 and B.4 constructive and in a positive vein? If critical, do they offer solutions or alternatives? **[0- 14]**
- ___ ___ ___ 6. Does the bulletin report or discuss goals, targets, or future plans for the chapter? **[0-7]**
- ___ ___ ___ 7. Does the bulletin possess positive qualities that would motivate a non-barbershopper or an inactive member to become a regular participant in chapter activities? **[0-3]**
- ___ ___ ___ **subtotal**

C. RECOGNITION AND EDUCATION (25%, possible 67 points)

- ___ ___ ___ 1. Is there an article about quartets or quartetting? **[0-15]**
- ___ ___ ___ 2. Does the bulletin give credit by full name to members who serve the chapter (list of officers/officials) plus highlighted names throughout the bulletin? **[0-15]**
- ___ ___ ___ 3. Is there a list of guests and their hosts? If not, is there an article that emphasizes recruitment and treatment of guests and potential members? **[0-10]**
- ___ ___ ___ 4. Is there a biographical profile of a new or current member covering such things as background, occupation, family, musical experience, Man of Note recipient for new member, etc.? **[0-10]**
- ___ ___ ___ 5. Is there a story, editorial piece, or display ad that, with impact, explains and encourages participation in a chapter-selected philanthropy, , SingAmerica/SingCanada, etc.? **[0-5]**
- ___ ___ ___ 6. Is there a craft article? **[0-12]**
- ___ ___ ___ **subtotal**

D. HISTORY (4%, possible 11 points)

- ___ ___ ___ 1. Are there stories relating the earlier days of the chapter, district, or Society)? **[0-6]**
- ___ ___ ___ 2. Is there an article telling of the songs we sing, their composers, or the messages they convey, or a tag? **[0-5]**
- ___ ___ ___ **subtotal**

E. CONTRIBUTED MATERIAL (9%, possible 25 points)

- — — 1. Are at least three items by chapter officers, committee heads, chapter members, or chapter auxiliaries printed? [0-21]
- — — 2. If a story or artwork is clearly borrowed from another source, does the editor give credit to that source? ('Anonymous' or 'unknown' is acceptable, and if nothing borrowed, no penalty) [0-4]
- — — **subtotal**
- — — **Total points (267 possible per issue)**

Revised 7/98



APPENDIX C IBC Plaques

C-1. IBC First Place



International Bulletin Contest

200X

FIRST PLACE

Editor

Bulletin

Chapter

C-2. IBC Second Place



International Bulletin Contest

200X

SECOND PLACE

Editor

Bulletin

Chapter

C-3. IBC Third Place



International Bulletin Contest

200X

THIRD PLACE

Editor

Bulletin

Chapter

C-4. IBC Most Improved Bulletin



International Bulletin Contest

200X

MOST IMPROVED BULLETIN

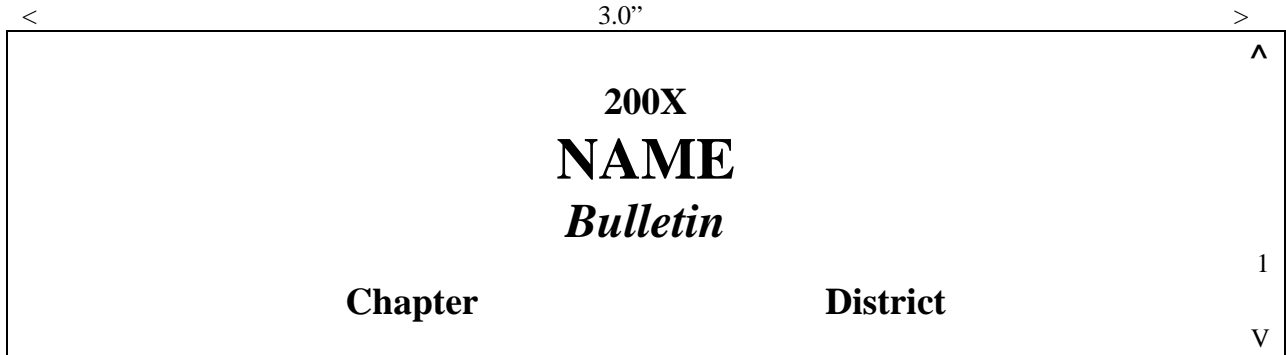
Editor

Bulletin

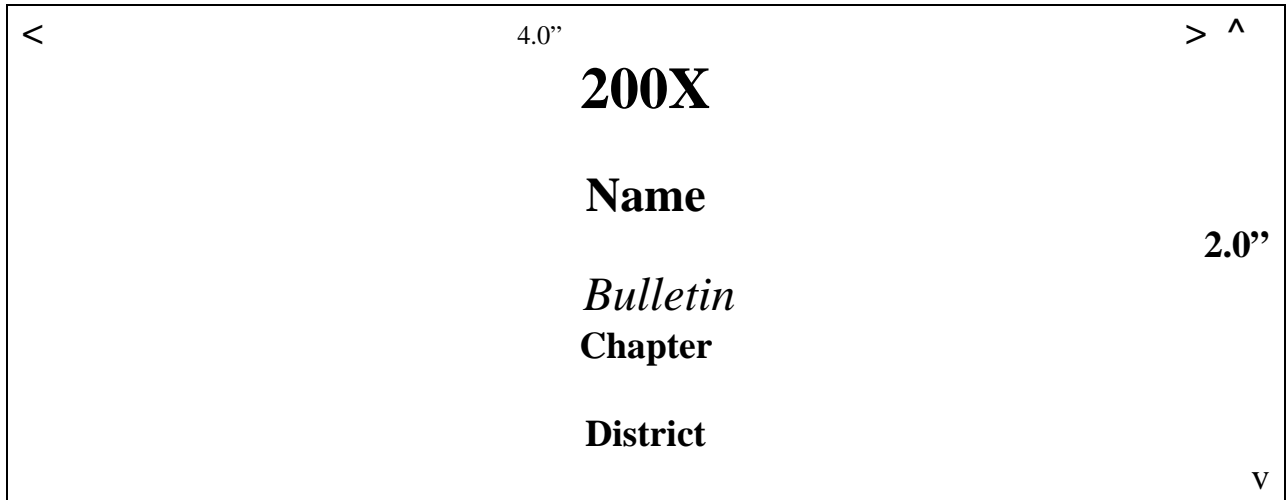
Chapter

C.5 Perpetual Trophy Plates

C5.1 IBC Perpetual Trophy Plate



C5.2 MIB Perpetual Trophy Plate



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